



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: Participating Fire Sprinkler Contractors

SUBJECT: **INFORMATION BULLETIN 102b**  
Professional Engineer (PE) Review/Certification of Automatic Fire Sprinkler  
System Plans

DATE: September 15, 2005  
*Revised March 12, 2008*

---

The San Antonio Fire Department (SAFD) and Development Service Department (DSD) require that all automatic fire sprinkler system plans be reviewed and approved for all such permit applications related to the installation, rehabilitation or modification of any such system.

Because of the current workload and as an option for you, a customer service initiative is hereby implemented whereby certified plans will be accepted in lieu of a complete plan review by City of San Antonio staff. Should you choose to exercise this option, automatic fire sprinkler system plans shall be reviewed and certified as meeting the required of the 2006 International Fire Code with local City amendments by a registered Fire Protection Engineer licensed by the State of Texas. The PE is required to have the Fire Protection (FIR) branch listed under his/her contact information with the Texas Board of Professional Engineers records and is required to have an active (ACT) status on the Texas Board of Professional Engineers website for the application to be accepted by SAFD. It is up to the fire sprinkler contractor utilizing this optional program to verify this prior to submitting documents to SAFD for permitting.

If using this option, the fire sprinkler contractor is to submit the following to SAFD:

1. A completed Fire Sprinkler System permit application (IB 107).
2. A completed Fire Sprinkler Certification Statement (IB102b – see attached).
3. A completed document list by the PE who certifies the plans - calcs, plans, data sheets, etc. (IB 102b – see attached).
4. Two (2) complete sets of certified plans, one (1) complete set of certified hydraulic calculations, and two (2) copies of any associated required permit documents (fire pump submittal, test certificates, manufacturer's data sheets, etc.).

Once submitted to SAFD, staff shall complete an administrative review of the submittal in order to ensure that the proper documentation is provided (certification forms, signed plans and calculations, etc.). Staff shall also "spot check" each set of plans submitted under this policy. Note that the "spot check" review is not to be a full re-review of the PE's work. A "spot check" will consist of a review of the following items:

- a. Signature on plans from RME.
- b. Fire Department Connection location for new building/system as approved during the building permit process.

- c. Underground layout matches the system/layout approved during building permit and separate underground permit.
- d. Backflow preventor make and model where applicable.
- e. If provided, standpipe system hose connection locations.
- f. For Group M and S Occupancies, review that the design criteria of the proposed system matches that approved during the COSA Building Permit process. The fire sprinkler contractor can contact DSD plan review staff with questions about this for each project.
- g. Adequate minimum safety factor was provided in hydraulic calculations per COSA Fire Code Amendments.
- h. Any miscellaneous requirements that were included by the design team during the COSA Building Permit process. This may have been in the form of a Code Modification Request on another design issue that caused an increase or modification to the normal fire sprinkler requirements. Note that it is up to the fire sprinkler contractor to ensure that they have received any and all information regarding any type of additional fire sprinkler information so that they can include in their design. The fire sprinkler contractor can contact DSD plan review staff with questions about this for each project.
- i. Responsibility has been taken for sprinkler system stub-out.
- j. Current pump test results are provided where applicable.
- k. Any additional special considerations that have been clarified by SAFD and/or COSA regarding fire alarm design that have been issued as formal Code Interpretations and/or Information Bulletins.

Once the administrative review and spot check is completed and approved by SAFD/COSA staff, the permit will be issued to the customer along with one set of the approved plans. This process will be completed within two (2) business days after the plans and PE certification forms have been submitted to COSA rather than the typical twenty-one (21) calendar days for a new project. Once the permit is issued, inspections may be called in by the installing contractor.

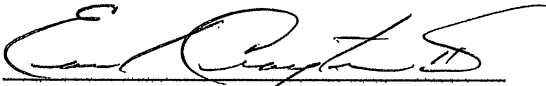
If the application is denied due to any problems identified during the administrative or "spot check" review, the fire sprinkler contractor will be notified in writing of the issues that require resolution. The permit will not be issued until these issues are resolved. Inspections shall not be conducted without the approved permit.

Most plans submitted under this process will only have the administrative and "spot check" performed by staff. However, SAFD/COSA will randomly do a complete plan review on some of the plans that are submitted under this policy to ensure quality of plans submitted under this process. If a complete review is conducted by SAFD/COSA staff, it will still be conducted within two (2) business days after submittal.

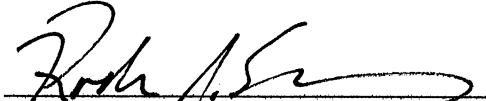
At this time, this optional program is not applicable for underground fire main and fire hydrant permits or alternative fire extinguishing system permits (gaseous suppression systems).

The SAFD and DSD reserve the right to terminate this optional program as workload and staff resources change.

Should you have any questions on this process, please contact that DSD Building Development Division at (210) 207-5006.



Asst. Chief Earl Crayton II  
Fire Marshal  
San Antonio Fire Department



Roderick Sanchez, AICP, CBO  
Director and Building Official  
Development Services Department

Attachment: Automatic Fire Sprinkler System Plan Certification Statement



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: City of San Antonio Fire Department  
Fire Prevention Division  
1901 S. Alamo  
San Antonio, Texas 78204  
Office: (210) 207-8410

### **AUTOMATIC FIRE SPRINKLER SYSTEM CERTIFICATION STATEMENT**

RE: Project Address: \_\_\_\_\_  
Project Name: \_\_\_\_\_

I hereby certify that the above-referenced automatic fire sprinkler system plan(s) meet the requirements of the 2006 International Fire Code with local City of San Antonio amendment. I have included a completed table as shown on page 2 identifying the documents I have certified.

Signature: \_\_\_\_\_  
Name (printed): \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Texas P.E. Number: \_\_\_\_\_

[illegible]

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

Texas P.E. Number: \_\_\_\_\_

## **General Note to Fire Protection Engineers**

When performing the FPE certification review of fire sprinkler plans per DSD Information Bulletin 102b, please ensure that you review the following:

1. City of San Antonio (COSA) fire code amendments:
  - a. Located at <http://www.sanantonio.gov/dsd/codes.asp>
2. COSA DSD Information Bulletins related to fire sprinkler system design:
  - a. Overall and most current listing of IBs at <http://epay.sanantonio.gov/dsddocumentcentral/Search.aspx?B=%&C=%&D=Information%20Bulletins&T=%>
  - b. Specifically, as of the following:
    - i. IB140 – Hydraulic Calculation Requirements for Fire Sprinkler System Modifications  
\*\*\*It is recommended that you review the overall list to see most current list of IBs.
3. COSA DSD formal Code Interpretations related to fire sprinkler system design:
  - a. Overall and most current listing at <http://epay.sanantonio.gov/dsddocumentcentral/Search.aspx?B=General&C=Building&D=Code%20Interpretations&T=%>
  - b. Specifically, the following:
    - i. CI2006-018 – Automatic Fire Alarm Requirements for Guestroom Corridors in Group R-1 Occupancies
    - ii. CI2006-019 – Fire alarm Audibility Testing Requirements for Fire protection Systems
    - iii. CI2006-022 – Determining When Fire Alarm System Permits are Required
    - iv. CI2006-023 – Fire Alarm Visible Notification Appliance Intesities in Sleeping Areas
    - v. CI2006-024 – Protection of Fire Alarm System Control Equipment
    - vi. CI2007-004 – Fire Alarm Notification Appliances in Common and Employee Work Areas  
\*\*\*It is recommended that you review the overall list to see most current list of CI's.
4. If applicable, any approved Code Modification Requests for the project that may be related to fire sprinkler system design.
5. Review that the design criteria of the proposed system matches that approved during the COSA Building Permit process. This can generally be found on the approved Commodities/Occupancy Classification Letter approved during the building permit review process. This is particularly critical for Group H, M and S Occupancies.

You should contact the fire sprinkler contractor or COSA DSD Fire Protection Specialists, Suanne Callow (210-207-8160, [suanne.callow@sanantonio.gov](mailto:suanne.callow@sanantonio.gov)) or Stephen Morris (210-207-0125, [stephen.morris@sanantonio.gov](mailto:stephen.morris@sanantonio.gov)) if you have any questions on this.